



Account Statement History User Manual

Dhareeba Tax Portal

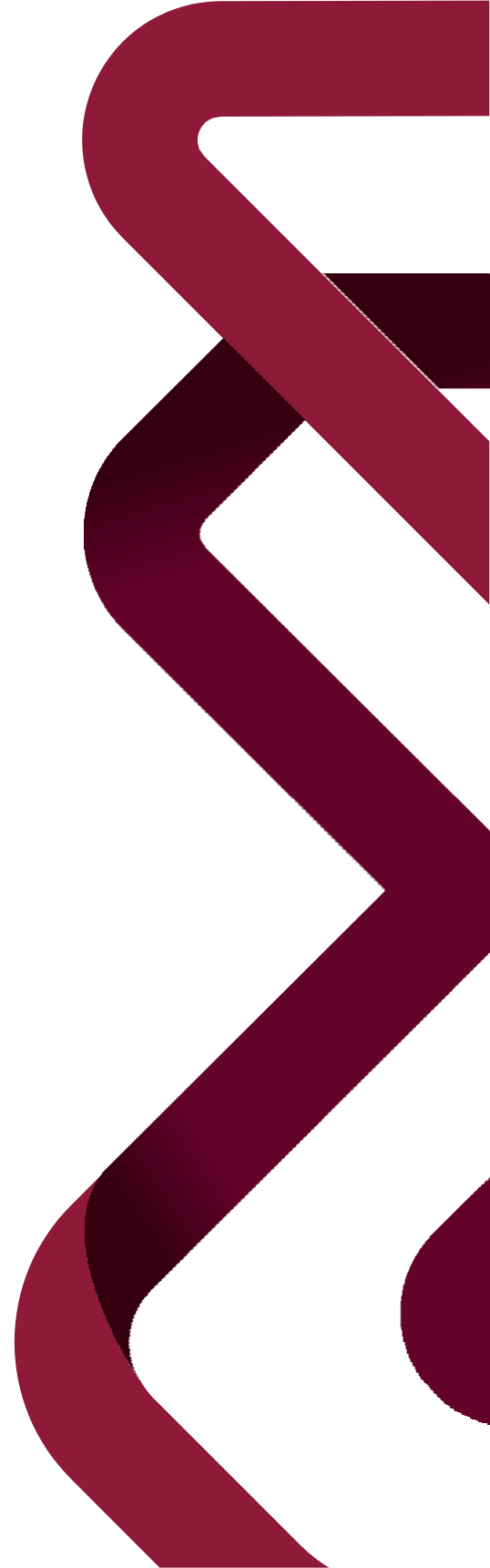


Table of Content

1 INTRODUCTION	4
-----------------------	----------

2 PROCESS TO BE FOLLOWED BY TAXPAYER TO CHECK FINANCIAL TRANSACTION HISTORY	6
--	----------

STEP 1: LOG IN

STEP 2: DASHBOARD

STEP 3: VARIOUS OPTIONS AVAILABLE TO THE TAXPAYER TO FILTER AND VIEW FINANCIAL TRANSACTION HISTORY.

- A. TAXPAYER CAN VIEW FINANCIAL TRANSACTION HISTORY BY APPLYING FILTER “ALL”
 - B. TAXPAYER CAN VIEW FINANCIAL TRANSACTION HISTORY BY APPLYING FILTER ‘TRANSACTION DATE’ AND ENTERING A DATE RANGE “FROM DATE” AND “TO DATE”
 - C. TAXPAYER CAN VIEW FINANCIAL TRANSACTION HISTORY BY APPLYING FILTER “TAX TYPE”
 - D. TAXPAYER CAN VIEW FINANCIAL TRANSACTION HISTORY BY APPLYING FILTER “CURRENCY” AND THEN SELECT THE APPLICABLE CURRENCY FOR THE TAXPAYER.
-



1

Introduction



1 Introduction

Taxpayers can access and view on Dhareeba portal, various types of Financial Transaction History pertaining to the Taxpayer.

Taxpayers have the option to filter the information as required when viewing Financial Transaction History.

The different filters available to sort and view transactions are:

- All
- Transaction Date
- Currency
- Tax type

This document covers how a Taxpayer can view Financial Transaction history.

2

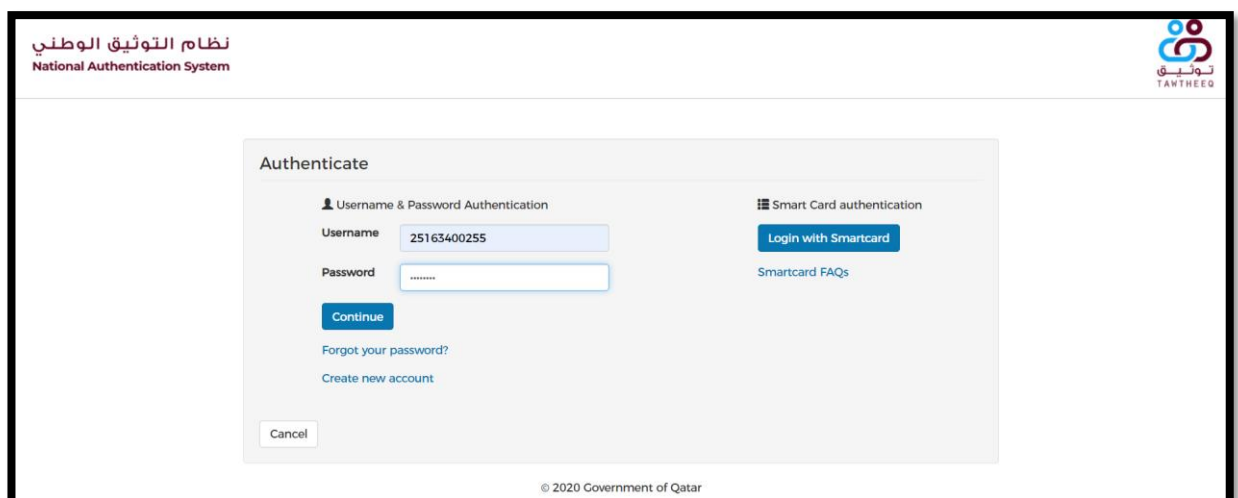
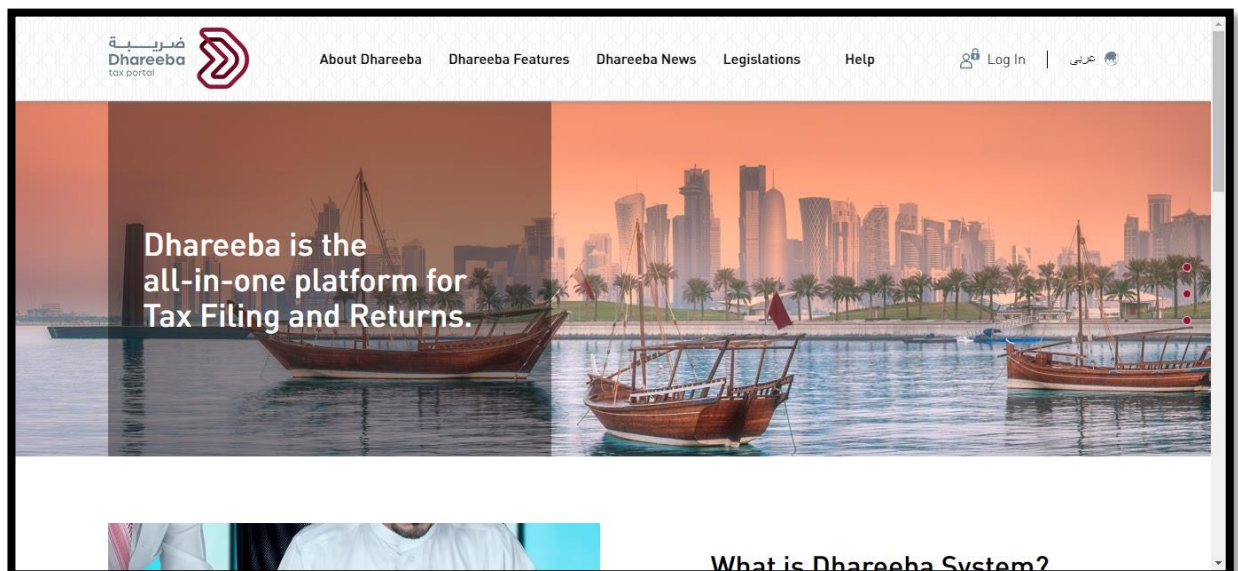
Process to be followed by Taxpayer to check Financial Transaction history



2 Process to be followed by Taxpayer to check Financial Transaction history

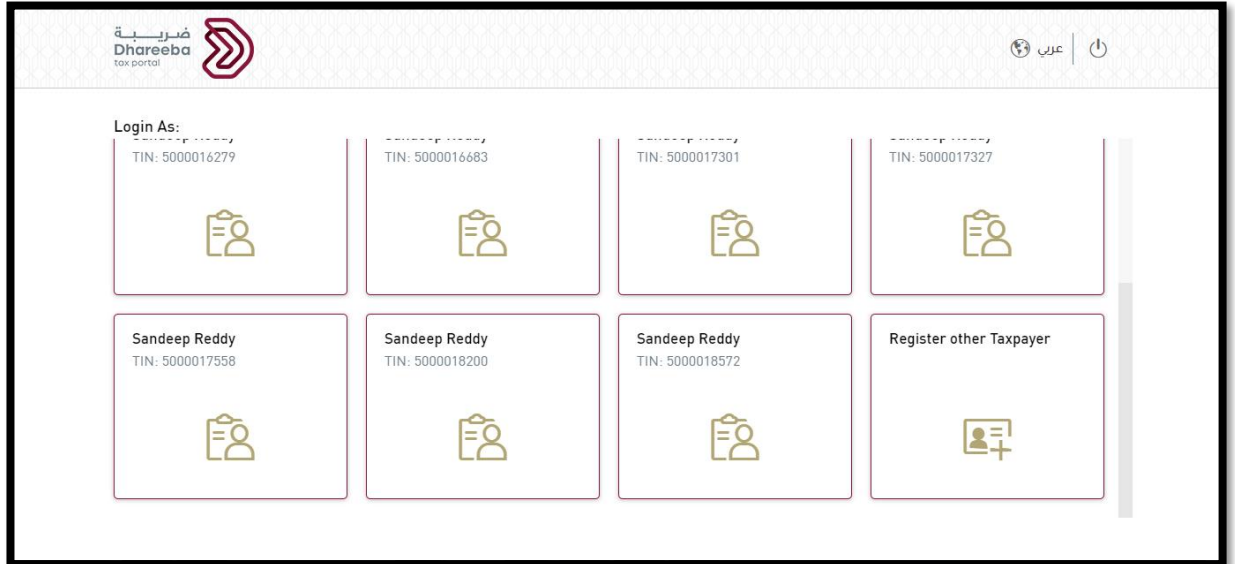
Step 1: Log in

Taxpayer should login on the Dhareeba and is there after directed to the NAS portal where the Taxpayer should login through **QID** or **Email address** and its associated password, as shown in the screen below:





On successful NAS authentication, the Taxpayer's dashboard screen appears. Taxpayer should select **TIN** for which the Taxpayer wishes to view Financial Transactions.





Step 2: Dashboard

After clicking on "Continue" button, the Taxpayer must select "Payment/Refunds" and select "Financial Transaction History".

The screenshot shows the Dhareeba Tax Portal Home dashboard. The user is logged in as 'جنية' (Jania) with TIN: 5000019588. The dashboard features a navigation bar with options: Home, Return/Statement, Payments/Refunds, Requests, Declarations, Reports, and Taxpayer Services. The main content area is titled 'Home' and contains five service tiles:

- My Notifications:** View
- My Certificates:** View
- My Profile:** Amend, View
- Manage Employees:** Open
- Manage Taxpayer Representative:** Assignment, Disengage

The screenshot shows the Dhareeba Tax Portal Payments/Refunds dashboard. The user is logged in as 'Madhur Jasrapuria' with TIN: 5000017301. The dashboard features a navigation bar with options: Home, Return/Statement, Payments/Refunds, Requests, Declarations, Reports, and Taxpayer Services. The main content area is titled 'Payments/Refunds' and contains six service tiles:

- Total Due Payments:** QAR 0.00, Pay Taxes
- Advance Payments:** Create, View
- Pending Payment Transfers:** View
- Refunds:** Create, View
- Installment Plan Request:** Create, View
- Financial Transaction History:** View



Step 3: Various options available to the Taxpayer to filter and view Financial Transaction History.

- a. Taxpayer can view Financial Transaction history by applying Filter **“All”**

The screenshot shows the Dhareeba tax portal interface. The header includes the Dhareeba logo, the name 'Name: Madhur Jasrapuria', and the TIN '5000017301'. The main heading is 'Financial Transaction History'. Below the heading, there is a 'Filter By:' dropdown menu set to 'All' and a 'Download Statement' button. The table below displays the following data:

Reference Number	Transaction Date	Tax Type	Description	Currency	Debit	Credit
100000015397	18/07/2020	Withholding tax	1901 Withholding Tax	QAR	0.00	80.00
	18/07/2020		PmtOnAcct	QAR	0.00	24.80
	18/07/2020		PmtOnAcct	QAR	0.00	4.00
100000015451	22/07/2020	Withholding tax	1907 Withholding Tax	QAR	0.00	50.00
	22/07/2020		PmtOnAcct	QAR	0.00	37.00

At the bottom left, there is a 'Back' button.

- b. Taxpayer can view Financial transaction history by applying Filter **‘Transaction Date’** and entering a date range **“From Date”** and **“To Date”**

The screenshot shows the Dhareeba tax portal interface. The header includes the Dhareeba logo, the name 'Name: Madhur Jasrapuria', and the TIN '5000017301'. The main heading is 'Financial Transaction History'. Below the heading, there is a 'Filter By:' dropdown menu set to 'Transaction Date', a 'From Date' field with '01/08/2020', and a 'To Date' field with '30/08/2020'. There is also a 'Download Statement' button. The table below displays the following data:

Reference Number	Transaction Date	Tax Type	Description	Currency	Debit	Credit
720000000090	24/08/2020	Withholding tax	Advance Payment	QAR	0.00	8,000.00
100000015782	23/08/2020	Withholding tax	1402 Withholding Tax	USD	50.00	0.00
100000015448	08/08/2020	Withholding tax	1904 Withholding Tax	USD	8,000.00	0.00
100000015448	08/08/2020	Withholding tax	1904 Withholding Tax	USD	0.00	0.00
100000015448	11/08/2020	Withholding tax	1904 Withholding Tax	QAR	0.00	50.00

At the bottom left, there is a 'Back' button.



c. Taxpayer can view Financial transaction history by applying Filter “Tax Type”

The screenshot shows the Dhareeba tax portal interface. At the top, there is a header with the Dhareeba logo, the text 'ضريبة Dhareeba tax portal', and user information: 'عربي | Name: Stark Industries Arabic TIN: 5000017327'. The main heading is 'Financial Transaction History'. Below this, there are two dropdown menus for 'Filter By: Tax Type' and another 'Tax Type' dropdown. A 'Download Statement' button is visible on the right. The table below shows transaction history with columns: Reference Number, Transaction Date, Tax Type, Description, Currency, Debit, and Credit.

Reference Number	Transaction Date	Tax Type	Description	Currency	Debit	Credit
100000015473	24/07/2020	Withholding tax	1806 Withholding Tax	QAR	520.00	0.00
100000015473	24/07/2020	Withholding tax	1806 Withholding Tax	QAR	0.00	520.00
100000015448	08/08/2020	Withholding tax	1904 Withholding Tax	QAR	50.00	0.00
100000015782	23/08/2020	Withholding tax	1402 Withholding Tax	QAR	0.00	0.00
100000015782	23/08/2020	Withholding tax	1402 Withholding Tax	QAR	0.00	0.00

A 'Back' button is located at the bottom left of the table area.

Taxpayer can thereafter select the Tax Type from the drop-down list.

This screenshot is similar to the previous one, but the 'Tax Type' dropdown menu is open, showing a list of options: All, Income Tax, Excise Tax, Value Added Tax, Withholding Tax, and Capital Gains Tax. The table below shows the same transaction history as in the previous screenshot.

Reference Number	Transaction Date	Tax Type	Description	Currency	Debit	Credit
100000015473	24/07/2020	Excise Tax	1806 Withholding Tax	QAR	520.00	0.00
100000015473	24/07/2020	Value Added Tax	1806 Withholding Tax	QAR	0.00	520.00
100000015448	08/08/2020	Withholding Tax	1904 Withholding Tax	QAR	50.00	0.00
100000015782	23/08/2020	Capital Gains Tax	1402 Withholding Tax	QAR	0.00	0.00
100000015782	23/08/2020	Withholding tax	1402 Withholding Tax	QAR	0.00	0.00

A 'Back' button is located at the bottom left of the table area.



For example, if the Taxpayer selects “Income Tax” as a tax type from the dropdown list, then all records for that tax type will be displayed.

The screenshot shows the Dhareeba tax portal interface. At the top, there is a header with the Dhareeba logo, the name 'Stark Industries Arabic', and TIN: 5000017327. The main heading is 'Financial Transaction History'. Below this, there is a 'Filter By:' section with a dropdown menu set to 'Tax Type' and a sub-dropdown menu set to 'Income Tax'. A 'Download Statement' button is visible to the right. The table below displays five records for 'Income Tax' transactions.

Reference Number	Transaction Date	Tax Type	Description	Currency	Debit	Credit
72000000108	27/08/2020	Income Tax	Advance Payments	USD	0.00	12,300.00
72000000108	27/08/2020	Income Tax	Advance Payments	USD	0.00	12,300.00
72000000020	13/08/2020	Income Tax	Advance Payments	QAR	0.00	1,200.00
72000000020	13/08/2020	Income Tax	Advance Payments	QAR	0.00	1,200.00
72000000020	18/07/2020	Income Tax	Advance Payments	QAR	0.00	100.00

Taxpayer can also select “All” as a tax type from dropdown list, in this case all records for all the tax types will be displayed.

The screenshot shows the Dhareeba tax portal interface. At the top, there is a header with the Dhareeba logo, the name 'ستنس', and TIN: 5000017418. The main heading is 'Financial Transaction History'. Below this, there is a 'Filter By:' section with a dropdown menu set to 'Tax Type' and a sub-dropdown menu set to 'All'. A 'Download Statement' button is visible to the right. The table below displays five records for various tax types.

Reference Number	Transaction Date	Tax Type	Description	Currency	Debit	Credit
700000000547	13/08/2020	Income Tax	2A19 Late payment Penalty	QAR	775,996.12	20.00
700000000547	12/08/2020	Income Tax	2A19 Late Lodgement Penalty	QAR	52,000.00	0.00
200000004457	17/08/2020	Excise tax	Warehouse Licence Fee	QAR	25,000.00	0.00
100000015401	19/07/2020	Income Tax	Late Registration Penalty	QAR	2.00	0.00
100000015401	19/07/2020	Income Tax	Late Registration Penalty	QAR	2.00	0.00



- d. Taxpayer can view Financial transaction history by applying Filter **“Currency”** and then select the applicable Currency for the Taxpayer.

In the below example, the Taxpayer has selected currency QAR.

The screenshot shows the Dhareeba tax portal interface. The user is logged in as Madhur Jasrapuria (TIN: 5000015545). The page title is "Financial Transaction History". The filter is set to "Currency" and "QAR". A "Download Statement" button is visible. The table below lists five transactions.

Reference Number	Transaction Date	Tax Type	Description	Currency	Debit	Credit
720000000092	25/08/2020	Withholding tax	Advance Payment	QAR	0.00	9,000.00
100000015254	05/07/2020	Withholding tax	2004 Withholding Tax	QAR	1,000.00	5,328.00
100000015275	07/07/2020	Withholding tax	2002 Withholding Tax	QAR	115,499.98	0.00
100000015629	12/08/2020	Withholding tax	1407 Withholding Tax	QAR	20.00	0.00
100000015251	05/07/2020	Withholding tax	1902 Withholding Tax	QAR	50.00	0.00

In the below example, the Taxpayer has selected currency USD.

The screenshot shows the Dhareeba tax portal interface. The user is logged in as Madhur Jasrapuria (TIN: 5000015545). The page title is "Financial Transaction History". The filter is set to "Currency" and "USD". A "Download Statement" button is visible. The table below lists five transactions.

Reference Number	Transaction Date	Tax Type	Description	Currency	Debit	Credit
100000015805	26/08/2020	Withholding tax	1408 PmtOnAcct	USD	0.00	1,051.70
100000015805	26/08/2020	Withholding tax	1408 PmtOnAcct	USD	0.00	1,051.70
720000000093	27/08/2020	Withholding tax	Advance Payment	USD	0.00	8,000.00
700000000391	09/08/2020	Capital Gains Tax	Capital Gains Tax	USD	4,757.00	0.00
100000015485	27/07/2020	Withholding tax	1906 Withholding Tax	USD	0.00	0.00

- End of Document -